

## **MILLS COUNTY**

**JOB TITLE:** County/ District Deputy Clerk  
**DEPARTMENT:** County/ District Clerk

### **POSITION SUMMARY:**

The Deputy County/ District Clerk assumes the duties of the County/ District Clerk in his or her absence. The Deputy County/ District Clerk performs a variety of general clerical, bookkeeping services and categorizes documents, exhibits, and records pertaining to county and district court files. The Deputy provides services in accordance with department procedures and statutory regulations to the general public and offices of the county.

### **ESSENTIAL RESPONSIBILITIES:**

- Assists in coordinating and certifying all elections in the county/ district
- Maintains election results and provides copies to County/ District Clerk
- Records and files official county/ district records in accordance with state laws and procedures
- Research and apply all laws, recording fees, requirements, and indexing
- Prepares and posts notices of hearing
- Maintains record of vital statistics for the county/ district
- Answers telephone and receives public
- Types and files general correspondence and sorts and distributes incoming mail
- May perform other duties as assigned

### **WORKING CONDITIONS:**

While performing the duties of this job, the employee works in an office setting. The work area is adequately lighted, heated and ventilated.

### **EDUCATION:**

- High school diploma or equivalent (some college would be preferred).

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of: Current office clerical; computer skills including but not limited to Microsoft Office and basic legal practices and procedures.

- Skill/Ability to: Operate a computer using standard word processing, data inquiry, web browsing and spreadsheet software packages and type accurately; operate other standard equipment including copiers, printers, scanners, adding machines, laptops, cell phones and modern technology as needed; correctly utilize business English, spelling, punctuation, and math; understand and carry out oral and written instructions and learn assigned clerical task readily; become familiar with legal terminology; establish and maintain effective working relationships with other county employees, officials, and the general public; make sound decisions under stress, have good communication skills, be able to multi task.

**SPECIAL CONDITIONS:**

Must be bondable